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AMERICAN SOCIETY OF TRAINING DIRECTORS
WASHINGTON, D.C. CHAPTER

October, 1961

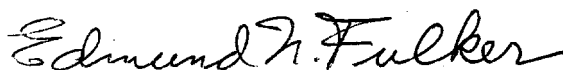
Dear Sir:

In this complex age of rapid innovation, the continued and accelerated development of people in every organization has become of paramount importance.

May we have your help in giving appropriate recognition to those who are making outstanding contributions to, and in, the field of employee training and development?

We would appreciate your cooperation in giving the widest possible publicity to the enclosed announcement and in encouraging the submission of nominations by key officials of your organization.

Sincerely yours,



EDMUND N. FULKER
Chairman, Awards Committee

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The Washington, D. C. Chapter of the American Society of Training Directors announces its Ninth Annual (1961) Awards Program. The purpose of this program is to recognize outstanding contributions made during 1961 to, and in, the field of employee training and development. One award, in the form of an appropriate wall plaque, will be given in each of the following categories:

1. Individual Award - to be granted to an individual for an outstanding contribution (or contributions) for and to the training and development profession.
2. Organization Award - to be granted to an organization for an outstanding contribution (or outstanding contributions) to the training and development profession.
3. Single Program Award - to be granted to an individual for the development of an outstanding single training and development program.
4. Function Award - to be granted to the individual who did the most effective job in developing or improving the training and development function in his company or agency.
5. Special Recognition Award - to be granted to either an individual or an organization for an outstanding contribution to, or in, training and development which is not covered by any of the above categories.

Awards will be presented at the Chapter's Annual Awards Dinner to be held Wednesday, February 7, 1962, at the Naval Weapons Plant.

You are invited to nominate one or more persons for awards in any or all of the above-listed categories. Nominees do not have to be employed by your organization but all nominations must be thoroughly documented.

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Nominations are to be forwarded in triplicate to:

Mr. Edmund N. Fulker
Chairman, ASTD Awards Committee
Graduate School
U. S. Department of Agriculture
Washington 25, D. C.

and must be postmarked not later than midnight, December 1, 1961. Several nomination forms are enclosed. If additional copies of the enclosed forms are needed, you may either reproduce these forms or obtain extra copies by calling Mr. Fulker at DUDley 8-6337 (Code 111) (Extension 6337).

The Awards Committee reserves the right not to grant an award in one or more of the named categories, if, in its opinion, the quality of the nominations received does not warrant the granting of an award.

AMERICAN SOCIETY OF TRAINING DIRECTORS
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TO: Mr. Edmund N. Fulker
Chairman, ASTD Awards Committee
Graduate School
U. S. Department of Agriculture
Washington 25, D. C.

This is an application for the:

- ☐ Individual Award
☐ Organization Award
☐ Single Program Award
☐ Function Award
☐ Special Recognition Award

FOR: Name: _____
Title: _____
Employed by: _____
Address: _____

This candidate merits serious consideration for this award for the reasons summarized below. A detailed statement of his contribution, in triplicate, is enclosed with this application.

Signature and title of person
making nomination

Address and phone number

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U. S. DEPARTMENT OF AGRICULTURE
GRADUATE SCHOOL
WASHINGTON 25, D. C.

Mr. Emmett D. Echols
Director of Personnel
Central Intelligence Agency

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